

Kimi mahi tūao i ō tātou papa rēhia

Volunteering in Community Parks

A guide for volunteers working
in local parks

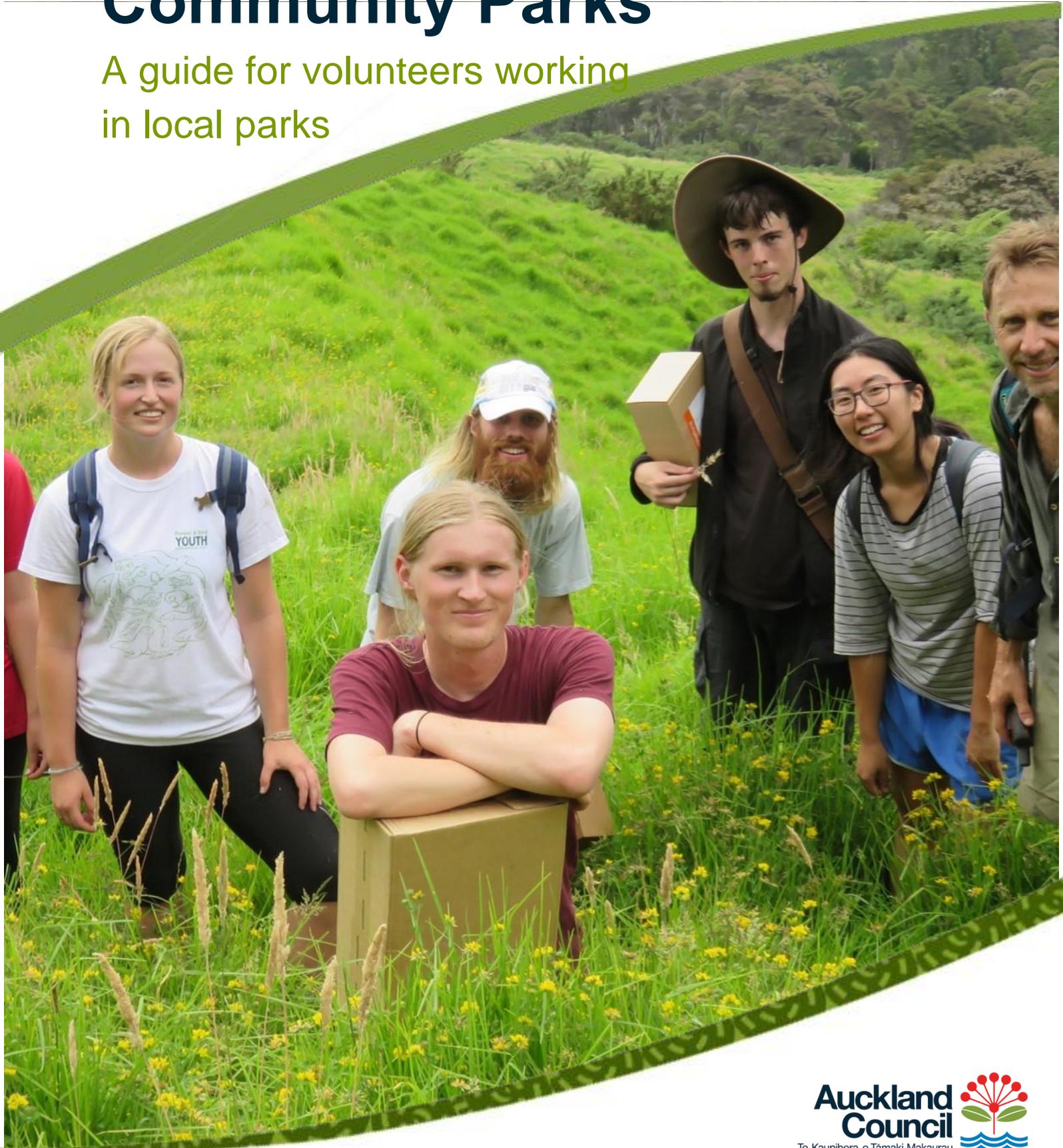


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1. Volunteer in our parks *Kimi mahi tūao i ō tātou papa rēhia*

Welcome to the community parks volunteers' team; we are thrilled to have you on-board. Almost anyone can volunteer. You don't need any prior skills or experience, just a willingness to get involved.

Volunteering is a great way to meet new people and make community connections, learn new skills and knowledge, get outside, and keep fit as well do something good for the environment.

Auckland has over 4000 parks and reserves, including forest remnants, beaches and esplanade reserves, wetlands and estuaries, neighbourhood parks, sports fields, and large areas of open green space.

a. Types of volunteer groups and activities

Volunteer groups can be any size or scale from a small group of neighbours through to a larger network group. Commitment can be as much or as little as you can manage.

Types of groups include:

- Friends of reserve groups
- Neighbourhood groups
- Pest Free groups (networks)
- Individuals
- School 'Adopt a Park' groups
- Corporate groups
- Church groups
- Wild Family networks
- Trusts and incorporated societies

There are opportunities to get involved in a range of activities depending on the site and level of commitment from your group members. Activities and tasks may include (but are not limited to):

- Plant pest control
- Vegetation surveys and photo points
- Weed release around existing plantings (plant care)
- Planting native trees in winter
- Animal pest control and monitoring
- Interpretation signage and brochures – writing and design
- Beach or Park clean ups
- Scientific research (Citizen science)
- 5 min bird counts and other native fauna monitoring
- Fresh water stream monitoring (Waicare)
- Education and interpretation – assist with guided tours with schools and public
- Restocking brochure stands
- Seed collection and propagation
- Kauri dieback cleaning station care

Not everyone is in a position to volunteer in our parks, but there are still many things people can do to support a volunteer group from behind the scenes such as assisting with administration, record keeping or lending a hand with promotion.

b. Role of council

Auckland Council has a legal responsibility to ensure that the management of our parks is done in accordance with local bylaws, the Reserves Management Act as well as existing park management plans. Local Boards set outcomes in their 3-year plans that help influence the way we work as well.

Key pieces of legislation that play a role in the management of our parks include:

- Reserves Act 1977
- Wildlife Act 1953
- Local Government Act 2002
- Resource Management Act 1991
- Health and Safety at Work Act 2015
- Biosecurity Act 2015

For information on local bylaws including dogs please visit the council website

www.aucklandcouncil.govt.nz

c. Community Rangers – how we can help your group

Our 'Ecological Volunteers and Programmes' team consists of community park rangers and two community programme rangers. We are positioned within the Community Parks Services Unit. Our team recognises and values the contribution of volunteers. Our key role is to support your ecological park activities through providing advice and direction, resources (including plants, gear, tools, and other items), training and educational opportunities, arranging contractor support and keeping up regular communication.

Our team looks after around 350 park volunteer groups working across 500+ community parks. In some cases, there is more than one group working within the same park.



2. Getting Started (setting up your group or project)

- a. **Identify other volunteer groups:** Before getting started it is a good idea to identify what other park volunteer groups exist in your area and what activities they focus on. It is helpful to link with other groups to share resources, ideas, and support.
- b. **Identify the issues:** Have a think about what the key ecological issues or problems are within the park you are looking at working in. Gather expert advice and knowledge on these issues to avoid heading down the wrong path and wasting time, energy, and money.
- c. **Round up support/engage others:** Talk to others in your community to see if they share your view and interest in taking action. You could approach this by talking to existing contacts/groups in the community, doing a flyer drop, door knocking or promoting an event. Once you have established interest from others, get together to discuss people's ideas. Write down people's ideas and determine next steps. Use this time to gather people's contact details and availability.
- d. **Vision Mapping/get to know your park:** Get to know your park and what the key ecological issues are. Completing a basic vision map will help provide direction for your group's activities. Establish a purpose and decide on short- and long-term goals. Arrange a walk through the park with those interested and your community ranger. Your community ranger can supply your group with a large laminated map of the park which will aid planning.
See 'vision mapping' template Appendix a
- e. **Group structure:** Park volunteer groups come in many different shapes and sizes and there is no right or wrong way to organise yourselves. Smaller groups may like to stay relatively informal with members sharing responsibilities and tasks as they wish. Larger groups may like to look at establishing roles for their members e.g. chair, deputy chair, secretary, or treasurer (if applicable). Other members can be given specific roles too e.g. promoting the group's activities through Facebook, arranging events or being responsible for inputting trapping data. There can be a written or verbal agreement between group members. At the end of the day it is good to keep things light-hearted and enjoyable for all members. Clear and agreed ground rules will help keep your group running smoothly. *See 'working as a group' template Appendix b*
- f. **Seek approval:** Before getting started with a new project or activity in a park, you need to seek approval in the first instance. In most cases a simple email or letter from your community ranger stating that you have approval to start your project will suffice. For larger volunteer organisations, we may seek to have a formal written Memorandum of Understanding or letter of intent, which outlines the relationship between parks and the group and what each party agrees to.

There may be times when a project or activity is deemed unsuitable for volunteers or the site you are working in. If you are seeking approval to establish a community garden, walkway or install a piece of park furniture the community ranger can advise on the appropriate process.

Please note: due to Health and Safety reasons, volunteers are not permitted under any circumstances to use mechanical machinery (including chainsaws, weed eaters, scrub bars, hedge trimmers or lawn mowers).

g. Celebrate getting started: It is a massive achievement to bring a group of people together to undertake environmental action in their local park. Get out in the park early on to tackle some of the issues you have raised as a group to help build momentum and enthusiasm. You may like to do a project or group launch on site, invite along the community, and showcase what you will be doing. This may help gain community buy-in and build membership early on.

3. Health & Safety expectations

Our volunteers are viewed as representatives of Auckland Council. While we don't expect volunteers to know everything about the way we work, we do expect that all people will be treated with respect. We never condone bullying, harassment, or discrimination.

A copy of 'Our Charter' is available on request, we expect all volunteers to follow the principles of our charter while working in parks.

A vital aspect of volunteering is keeping you and your group members safe as well as the public using the park. If you are a volunteer, you must take reasonable care of your own safety and the safety of others. It is the responsibility of the group leader to ensure that all volunteers are aware of the hazards and, risks and how best to control them.

The community ranger will provide your group with a health and safety planning template (low risk safety plan) for you to complete prior to getting started. Key aspects to consider include:

- General information including contact details, emergency information, start and end dates and times.
- Personal protective equipment required (PPE) e.g. gloves and high Vis vests.
- Summary of the work to be completed (activities that will be undertaken)
- Hazard register. Review and score the level of risk before and after controls are implemented. **The level of risk after controls are implemented should always remain low (green).**
- Incident register – it is important to report to your community ranger any near misses or incidents. Sharing near misses is helpful to keep the conversation front of mind and prevent any incidents from occurring in future. The community ranger will report these through our council risk manager system.

The low risk safety plan should always be kept onsite with you to refer to. You can make alterations to your plan as and when you need to. Safety plans need to be completed for both one-off events as well as ongoing volunteer projects.

In 2016 a new piece of legislation came into effect called the 'Health and Safety at Work' Act. Under this legislation all our parks volunteers are considered to be 'Volunteer workers' under the [Worksafe definitions](#). Our team organise risk assessment training days throughout the year to help volunteers understand their responsibility under this act as well as how to create a robust safety plan. Check out www.worksafe.govt.nz for more information. **See 'Low risk safety plan' template Appendix c**

Young people health and safety

Although we encourage youth to get involved in park volunteering, there are a few things to consider in order to keep young people safe. By law volunteers under the age of 15 must be under the direct and active supervision of an adult when carrying out activities that involve any hazardous substance such as pest animal bait or weed control herbicide-based products like bamboo buster (cut and paste). If you are responsible for a group of young people working in a park, please ensure they are provided with appropriate PPE and always establish clear boundaries within the area of the park you are working.

Cultural health and safety

It is good practice to be mindful of the cultural history of the area you are working within. Reach out to local marae or Kaumātua for guidance and to gain insight into any significant history that might be associated with your site. At the start of events/projects, acknowledge your surroundings, Papatūānuku (mother earth) and the original people of that place (mana whenua). If you come across or accidentally disturb anything unusual such as a midden site (area of shell deposit), kōiwi tangata (human remains) or taonga (treasures of cultural significance) like an adze (stone tool) please be respectful and notify your community ranger at the earliest opportunity.

Heritage Health & Safety

Legally, no one can plant on an archaeological site. Before clearing and planting anywhere, it is vital to check that your organiser has done all the checks for any heritage sites. If unsure, chat to someone who can check, or phone and ask for an archaeologist in the Heritage Unit (093010101). They can identify what type of archaeological site it is and how to avoid it. However, sometimes planting work exposes sites no one knew about, and this is why the people who do weed clearance and revegetation are vital in the protection and enhancement of the cultural heritage of Tamaki Makaurau Auckland.

What do sites look like?

Humans create evidence of their lives and sites tend to be exactly where you might want to live or have a picnic – sheltered from wind, dry but near fresh water and not far from local food resources as well as your friends and family. Māori sites could be occupied briefly, seasonally or over many years and this can be seen in the size of a deposit (what they threw away). The most common site is a midden, or rubbish heap, but unlike our

rubbish sites today they were full of organic material – shell and other food remains, fire remains (cracked rock, charcoal, hangi pits), shaped stone etc. There can be habitation evidence on flat land or terraces, industrial sites for waka making, milling all next to a stream - sites are as numerous as human activity is.

4. Resources and advice available to groups

Auckland Council has produced a tools and resources catalogue booklet that you can refer to when ordering products through your community ranger. Please ask your friendly ranger if you would like a copy.

a. Tools

The community ranger can provide your group with the necessary tools to carry out your volunteer work in parks. Tools include items such as spades, secateurs, loppers, and hand saws. Please let your community ranger know when any item breaks or is needing replacement.

b. Signage

Our team can supply signage for your group including animal pest control warning signs for park entrances and promotional signs to help encourage others to join your group, planting days or working bees.

c. Personal protective equipment (PPE) and First Aid kits

Speak to your community ranger about what PPE you require. We can provide items such as gardening gloves, waterproof gloves for spraying, disposable gloves, face masks and high Vis vests as and when you need it. We can also provide your group with First Aid kits.

d. Plant pest control

There are several products available to assist with your plant pest control work.

Key products available include:

- Compost bags – these are a great for vines and other pest plants that can break down easily over time e.g. tradescantia
- Herbicides. **Please note: these are provided at the discretion of the community ranger and appropriate training is essential.**
- Gardening tools (as above)

The community ranger can work with you to decide on the best methods of plant pest control and how to carry them out safely and effectively. There are a wide range of online and printed pest plant resources available. You can search for pest plants (and animals) here <https://www.tiakitamakimaurau.nz/protect-and-restore-our-environment/pests-in-auckland/pest-search/>

The Weedbusters website www.weedbusters.org.nz is also an excellent resource, or grab yourself a copy of the Forest and Bird Society weed control guide from your community ranger. This guide is also available online at <https://www.forestandbird.org.nz/sites/default/files/2018-05/Weed%20Control%20Guide.pdf>www.forestandbird.org.nz.

e. Animal pest control and monitoring

There are several products available to assist with your animal pest control work. Key products include:

- Traps and other related equipment for kill trapping rodents and possums, also hedgehogs and mustelids where appropriate
- Wooden boxes for rat and mustelid traps
- Bait stations and keys
- Bait and lure e.g. Bromadiolone or Diphacinone
- Flagging tape for marking out pest control lines
- Cable ties or wire for securing bait stations and traps

Monitoring equipment that can be provided to groups through the community ranger includes:

- Chew cards (pre-filled) or wax tags
- Tracking tunnels and ink cards
- Lure for tunnels e.g. peanut butter
- Identification charts for identifying footprints and bite marks. The Pest Detectives website is an excellent resource.

<https://www.pestdetective.org.nz/clues/footprints-and-tracks/>

The community ranger can work with you to decide on the best way to start an animal pest control project. Initially your group may be asked to complete an animal pest control planning template with assistance from the community ranger. Volunteers are encouraged to follow our Auckland Council Pest Animal Control Guidelines, see www.aucklandcouncil.govt.nz, which include information on pulsing for trapping and baiting on parks, control techniques, products available and advice on monitoring. Warning signs must be installed at all park entrances at least 7 days before starting a pest control project. **See 'Community Pest Control planning' template. Appendix d**

f. Working bees, beach, and park clean ups

Feel free to ask for bags and gloves to carry out clean ups and working bees. Discuss with your community ranger what the best option is for removing filled rubbish bags, green waste, and other items from the park. In some cases, the community ranger will arrange for a maintenance contractor to collect from a designated location or you may be asked to leave the items next to a park rubbish bin. For larger working bees or clean ups, the community ranger may decide to arrange a skip bin for the day. Please give us plenty of notice if you will require rubbish removal (ideally 2 weeks prior to your event).

g. Native plants, site prep and maintenance

The parks planting season runs from May until September each year.

Te Haumanu Taiao – Restoring the natural environment in Tāmaki Makaurau document provides an excellent source of information for planning plantings.

The community ranger will work with you to decide on appropriate planting sites, plant species and quantities. You may be a plant guru or a complete novice when it comes to plant selection, and we are here to help you. Once a plant list is finalised, the community ranger will order plants for you in time for the next planting season. We use pre-approved nurseries that eco-source their plants and we try to support community nurseries such as the Kaipatiki Project if we can. Your group may also like to get involved in seed collection and propagation at some stage.

If your group is not in a position to carry out the required site prep for a planting, the community ranger can look at arranging a contractor to prepare the site.

To help increase the survival rate of plants, our team's expectation with all plantings is that volunteer groups need to assist with the ongoing plant care (maintenance) and plant release for at least the first two years post planting.

h. Contractor support

Plantings

In some cases, the community ranger will arrange site prep and maintenance via a contractor for plantings. Contractors may also be engaged to assist with plant layout and supervision on the planting days as well as carry out work that requires machinery.

Plant pest control and removal

Please discuss with your community ranger if you are seeking to remove or poison pest trees. Pest tree removal is expensive and requires landowner approval and in some cases resource consent before going ahead. This type of work is best undertaken through the Ecological and Arboriculture Contracts (Section 14) but the community ranger may at their discretion be able to engage a contractor to assist in some situations.

At times, your group may need a helping hand to assist with pest plant control especially for larger infestations of weeds such as jasmin. Please contact the community ranger to see if they can provide contractor assistance.

Animal Pest control

When establishing a new animal pest control project in a park, the community ranger may arrange a contractor to help set up your project which includes deciding on target species, mapping of trap and bait lines, guidance around the most appropriate pest control methods, and installation of the traps and bait stations. Monitoring is generally provided through the Ecological contract for higher value sites (see Section 14), but this can also be done via volunteers with our help.



5. Restoration Planning

The new Te Haumanu Taiao – Restoring the natural environment in Tāmaki Makaurau document provides an excellent source of information for planning restoration projects.

Many of our parks also have existing restoration or Environmental Management Plans. These useful documents that help provide direction for your group's activities or restoration project. Restoration plans provide detail around plant and animal pests, lists of native species within the park, as well as identifying areas for revegetation.

If your park does not have an existing restoration plan, your community ranger may be able to arrange to have a plan written either internally or externally by an ecologist. Another option is that your group may like to write their own basic plan, especially if you have an expert ecologist within your group. There are many examples available that you can gain inspiration from.

Key things to consider when writing a restoration plan include:

- Who is the intended audience?
- Who needs to be involved in the development of the plan?
- Include a clear, shared and agreed vision, objectives, and goals.
- Include a detailed action plan with timings and costings (if possible).
- Include monitoring so you know if you are on track or need to adapt.
- Include a review timeframe.
- Ask an expert to review it

See 'reserve group restoration planning' template Appendix e



6. Keeping Records, volunteer hours and data collation

It is important to keep track of the number of hours your group members are spending on volunteering and the types of activities you have been doing. Keeping a simple logbook is a great way to keep track of your hours and work completed. Your community ranger will ask for your volunteer hours once per month. This helps us to have a better understanding of the time spent by volunteers working in our parks and we can use this information in our reports to local boards and others in higher positions. The volunteer hours provide a good 'measure' of volunteer outcomes and contributes to greater support when these outcomes are showcased. Additionally, tracking volunteer time can help determine if there is a need to secure more funding and resources for your group.

Keeping up-to-date and accurate records is an important part of any conservation project. There are a number of ways your group can record and collate data.

For pest control and monitoring we recommend loading your results through one of the following online platforms:

- www.catchit.co.nz – developed by Auckland University
- www.trap.nz – developed by World Wildlife Fund (WWF)
- www.ecotrack.nz – developed by Pest Free Kaipatiki (PFK) and Agile Cloud
- www.ratproject.org – the urban rat project developed by Michael Fielding
- www.naturespace.org.nz – developed by DOC and regional councils

The predator free NZ website is a useful resource to look through potential options as well, visit www.predatorfree.nz.org.

Speak to your community ranger for more advice on recording, collating data and record keeping.



7. Working around Kauri

Kauri dieback disease is threatening kauri with extinction. It is a soil born pathogen, spread by the movement of soil. Common symptoms include excessive bleeding of gum around the base of tree, yellowing of leaves, loss of leaves and dead branches. The disease can be spread by the smallest fragment of soil, and there is currently no cure, although some encouraging research is being undertaken.

Many of our community parks contain stands of kauri or single trees. Some parks and tracks with significant areas of kauri or infected kauri have been completely closed or partially closed to the public. If your group is working in a park that contains kauri, please take the following steps to help prevent the spread of the disease:

- Use a wash station as instructed if available
- Clean your gear i.e. remove soil before and after forest visits with methylated spirits – wrap it and carry it out to dispose of in landfill rubbish
- Ensure that all dirt and dirty water goes into the sewer system, not storm water drains
- Stay on the track and off kauri roots

For those of you who are working in areas of kauri, it is essential that you attend the kauri dieback training. Please speak with your community ranger regarding training options.

Please see www.kauridieback.co.nz for more information around how to prevent the spread.

8. Useful guidelines for volunteering (best practice)

Auckland Council and DOC (Department of Conservation) have produced several documents in recent years that help provide guidance for volunteers and community groups involved in conservation.

The following documents outline best practice and procedures and are helpful for volunteers working in parks within the Auckland region:

- Pest Animal control guidelines for the Auckland region. See www.aucklandcouncil.govt.nz
- Auckland Community Ecological Monitoring guide www.aucklandcouncil.govt.nz
- Regional Pest Management Plan. See www.aucklandcouncil.govt.nz
- Indigenous Biodiversity Strategy. See www.aucklandcouncil.govt.nz

Te Haumanu Taiao – Restoring the natural environment in Tāmaki Makaurau
<https://www.tiakitamakaurau.nz/protect-and-restore-our-environment/te-haumanu-taiao/>

9. Training and educational opportunities

Throughout each year our team arrange trainings across the city to support volunteer learning and certification. Key trainings that are on offer include:

1. Risk Assessment training. The risk assessment course provides essential training for park volunteers around the Health and Safety at Work Act and how it relates to volunteers, plus how to complete a low risk safety plan as well as key things you need to know in order to keep yourselves and the public safe while working in parks.
2. Growsafe course. This training and certification is essential for volunteers that are thinking about using herbicide in parks for plant pest control either cut and pasting or spraying.
3. Outdoor First Aid Level One. This course provides volunteers with a basic understanding of first aid including treating wounds and broken bones, CPR, treating hypothermia and shock.
4. Kauri Dieback training. This is essential for all volunteers working in areas of kauri forest that are either partially or completely closed.
5. Restoration planning and Geo Mapping. Provides volunteers with the tools and knowledge to prepare a basic restoration plan and covers the basics around the Auckland Council Geo Mapping system.
6. Seed Collection on local parks. Essential training for volunteers wanting to collect and propagate seed in their own back yard.

Your community ranger will let you know in advance when training days are being organised. If there are things your group need training or assistance with, please feel free to discuss with your Community Ranger at any time.

10. Keeping things going and engaging others

Make sure others in the community are aware of your group and what you do. Promoting yourselves can be done through several channels including:

- Creating a group Facebook page
- Using council online promotional channels available e.g. Our Auckland, Parks and Biodiversity Facebook pages
- Keeping your local board informed of what you are doing
- Inviting the community and neighbours of the park to an event
- Nature space website
- Volunteer connect (DOC and Auckland Council)
- Flyers and on-site signage
- Putting an ad in the local newspaper
- Community newsletters
- Through local businesses
- Networking
- Creating a brand and associated logo for your group
- Putting an advert in at your local radio station
- Help community programme rangers with running a programme in a park
- Contact local marae, schools, church groups, sports clubs, leisure centres and new immigrant service providers

Tiaki Taiao Conservation Auckland www.tiakitamakimakaurau.nz is a new public website that provides a regional interface between Aucklanders and conservation partners such as Auckland Council, the Department of Conservation, Forest and Bird, Manaaki Whenua, and others. This online tool will enable promotion and help grow best practice conservation activity across the region.

Volunteer Connect Auckland Council and DOC are currently working on a new online platform called Volunteer Connect. This platform will help enable the recruitment of more volunteers and help connect people with conservation volunteering opportunities.

Holding regular events that people from the community can take part in e.g. planting days, working bees and family friendly days are a good way to engage with others. You may choose to offer some education during these events so people can understand what you are trying to achieve.

Finally, think about how you might gain interest and membership from the next generation. Succession is an important part of growing your group and keeping things fresh. Your group may be able to work with local school children through the 'Adopt a Park' school programme if time permits. Your community ranger can provide more

information around this programme. The Kiwi Conservation Club (KCC), is another way of engaging with the younger generation see www.kcc.org.nz/.

11. Engaging with mana whenua

Te Whakapā atu ki ngā mana whenua

Mana whenua means the indigenous people who have historic and territorial rights over the land. It refers to iwi and hapū who have these rights in Tāmaki Makaurau, Auckland.

Look for opportunities to learn from and engage with mana whenua. Mana whenua have a special cultural and spiritual relationship with the land and environment. This includes their relationship with wāhi tapu (sacred sites), taonga (treasures), water and ancestral lands. Mana whenua may be affected by work taking place in or involving special ecological areas and parks.

There are many benefits of engaging with mana whenua, including:

- Learning the history of the park and area your group is working within
- Gaining an understanding of the views of mana whenua
- Learning about traditional uses of native plants, harvesting and the best times of year to plant and what species

The Auckland Plan 2050: The hapū and iwi of Tāmaki Makaurau is a good source of information and contains an interactive map for identifying Tangata Whenua and sites of cultural significance. [Māori Identity & Wellbeing - Tangata Whenua – interactive map](#).

12. Engaging corporate groups

There are many opportunities for park volunteers to work and partner with local businesses and corporate organisations. Some examples of joint initiatives may include restoration planting days, weeding, and mulching days, reserve working bees or clean ups. Corporate groups are often looking for community conservation projects they can get involved with or support, either financially or in other ways. Our community ranger team receive many requests throughout the year from corporates organisations and are keen to look at ways in which we can link park volunteers with the corporate sector. If you are interested in learning more about these kinds of opportunities, please contact your community ranger.

13. Retaining and celebrating existing volunteers

Help to keep your volunteer base by making people feel treasured, valued, and appreciated.

You may like to hold regular informal and fun get-togethers to say thank you and show your appreciation. Certificates or awards are another way of showing your appreciation. Ensure your volunteers feel they belong and are an important part of the group.

Encourage your group members to take part in any park training opportunities that are available. Learning new skills helps keep people interested.

Remember people are volunteering their own time and every person will have different levels of commitment, availability, and enthusiasm. And that's okay, flexibility is important.

14. Council Contracts, contractors, and service requests

The Community Facilities team within council manage a range of contracts and contractors in our parks and public spaces. The main contracts include:

- Ecological contract – this includes animal and plant pest control and restoration. Reserves are classed as 'High Value' or 'General' sites under this contract, and this classification determines the level of service carried out by the contractor. Not all reserves are covered by this contract, however.
- Arboriculture contract - this contract covers tree works on parks including pruning and the removal of trees where deemed appropriate.
- Full Facilities maintenance contract – this includes mowing, rubbish removal, toilet cleaning, some weed removal, track maintenance as well as the opening and closing of park gates.

The community ranger can provide you with the details of these contractors for your particular area. In addition to these larger contracts, the community park rangers can organise contractors from a suite of pre-approved contractors to assist with your volunteer projects including plant pest control and planting projects on request.

There are other departments within Auckland Council that also use contractors in our parks, especially during times of project delivery and new park development. One example is the Healthy Waters team that look after streams, waterways, and storm water channels.

Service requests. If you have an issue regarding maintenance within your park, please report the problem through the Auckland Council call centre on 09 3010101 or via the Auckland Council website (report a problem) aucklandcouncil.govt.nz/report-it. Once you report an issue, a job is logged against a select council staff member and/or contractor to

respond to your request. It's a good idea to keep a record of the service request number so you can follow it up later.

15. Funding options: LDI vs Community grants

Local boards have delegated authority over all local parks. Each financial year the community rangers work with local boards to seek approval for funding our parks ecological programmes and volunteers. This funding comes from a Locally Driven initiative fund (LDI) that local boards manage. Our work programme is planned in advance and we align available funding to groups needs and project size.

Your community ranger can let you know what funding is available to you and your group through our LDI funding.

For groups undertaking larger conservation and ecological projects that might require more financial support, groups can apply for grants through council, Ministry for the Environment, and the Department of Conservation (DOC). Please discuss with your community ranger in the first instance.

Key grants that groups can apply for each year include:

- Community Coordination and Facilitation Grant www.aucklandcouncil.govt.nz
- Community Environment fund www.mfe.govt.nz
- Local Board grants www.aucklandcouncil.govt.nz
- DOC community fund www.doc.govt.nz
- Pest Free Kaipatiki – VIP grants www.pestfreekaipatiki.org.nz (please note: these are available for volunteers working in the Kaipatiki local board only).

16. Pest Free, Environment Networks and Trusts

Across Auckland there are several network groups that come together to share ideas and resources. This is a great way to meet like-minded people and find out what others in your area are doing. There are also several community trusts that can provide a wealth of knowledge and support to smaller volunteer groups. Below are some examples of network groups and Trusts in each area:

Rodney area

- Pest Free Warkworth - <http://www.pestfreewarkworth.org.nz/>
- The Forest Bridge Trust - <https://theforestbridgetrust.org.nz/>
- Pest Free Muriwai - <http://www.muriwai-environment.org>
- Pest free Kaukapakapa <https://www.facebook.com/groups/378361533083437>
- Takatu Landcare Group (Takatu Peninsula) - <http://takatulandcare.com>

North Shore area

- Pest Free Hibiscus Coast/Forest and Bird - j.hanwell@forestandbird.org.nz
- Restore Hibiscus and Bays - <https://www.facebook.com/RestoreHB/>
- Upper Harbour Ecology network - <https://upperharbourecologynetwork.org/>
- Pest Free Kaipatiki - <https://www.pestfreekaipatiki.org.nz>
- Campbells Bay urban sanctuary - <https://www.facebook.com/campbellsbayurbansanctuary>
- Restoring Takarunga Hauraki – <https://www.facebook.com/restoringtakarungahauraki>
- Pupuke Birdsong Project - <https://pupukebirdsong.org.nz/>
- North-West Wildlink - <https://www.northwestwildlink.org.nz/>

Eastern area and Waiheke Island

- Eastern Bays Songbird Project - <https://songbird.org.nz/web>
- Pest Free Howick - <https://www.facebook.com/pestfreehowickward/>
- Waiheke Resources Trust - <https://www.wrt.org.nz>

Western and Central area

- Eco Matters Trust - <https://www.ecomatters.org.nz>
- Community Waitakere - <https://www.communitywaitakere.org.nz/>
- Whau River Catchment Trust - <http://www.whauriver.org.nz/>
- St Luke's Environmental Protection Society - <https://www.meolacreek.org.nz/>
- Pest Free Laingholm - <http://w2l.nz/>
- South Titirangi Neighbourhood Network (STNN) - <https://www.facebook.com/SouthTitirangiNeighbourhoodNetwork/>
- Urban Ark- Manawa Taiao - <https://www.facebook.com/ManawaTaiao/>
- Friends of Oakley Creek - <http://oakleycreek.org.nz/>
-

Southern area

- Whakaupoko Landcare group - <https://predatorfreefranklin.nz/areas/whakaupoko/>
- Manukau Beautification Trust - <https://www.beautifulmanukau.nz/>
- Awhitu Landcare - <https://www.awhitu.org.nz/>

17. Halo projects

Many residents around the region are undertaking ecological halo projects on private property that back onto our parks or are in their catchment. These projects provide great support for park volunteer projects through activities such as pest control. Auckland Council and DOC help support some of these halo projects through providing funding, resources and expert advice. Some examples of halo projects in Auckland include:

- Campbells Bay Urban Sanctuary - <https://www.facebook.com/campbellsbayurbansanctuary/>
- Kaipātiki ecological halos - <https://www.pestfreekaipatiki.org.nz/pfk-enhanced-halos> including Beyond the Fence project - <http://www.beyondthefence.org.nz/>

18. Volunteer guidelines acknowledgement

VOLUNTEER GUIDELINES ACKNOWLEDGMENT

We the group hereby acknowledge receipt of the Volunteering in Community Parks guidelines. We agree that if there is any information in this manual that we do not understand, we will seek clarification from the Community Ranger.

We shall endeavour that all current members of the group and future new members are aware of and have read the guidelines.

This is a living document and will be updated when required, we understand a copy will be sent to us when these changes are made. With information given on the sections changed.

We the group have read, understood, and will comply with the guidelines.

Group name (or individual):

Date:

Name:

Signature:

Please sign and date this acknowledgment and return it to your Community Ranger.

19. Appendix

a. Vision mapping template

Name of group/project:	Developed by:	Date:	
1. Assess the current situation			
Review your background information			
What are the things we need to consider?			
Who should be involved in planning?			
2. Establish vision, goals and objectives			
Vision Statement:			
Goals:			
Objectives:			
3. Identify actions and priorities			
Actions	Who is responsible?	Level of Priority	Resources required
4. Identify how to monitor and evaluate			
What could/should be monitored?		How and when will you review your progress?	

b. Working as a group template

Name of group project:		Developed by:		Date:
1. What are the needs and interests of project partners?				
Partner	Need/interest	Skills/resources offered	Constraints	
2. How do we want to operate?				
How will we reach decisions?				
How will we communicate and co-ordinate ourselves and others?				
What ground rules should we observe?				
3. What should our group be like?			4. Where and how will we record our achievements?	
What is our name?			How?	
What are our geographical boundaries?				
What is our group structure?			Where?	

c. Low risk safety plan template – Please contact your community ranger for a complete safety plan template and hazard register.

VOLUNTEER SAFETY PLAN (General) This Safety Plan is only to be used for small low-risk general work where there is no significant danger to Volunteers and/or the public

1. GENERAL INFORMATION	2. Emergency Information
------------------------	--------------------------

Start Date:	Finish Date:	Finish Time:	Emergency Meeting Point:
Start Time:			
Site Address:			First Aider:
Volunteer Leader:		Mobile:	First Aid Kit Location:
Auckland Council Rep:		Mobile:	Medical Centre Address:
Property Contact:		Mobile:	
<p>1. Any Contractors must be inducted into this document before they start work</p> <p>2. Contractor to review their risks and controls with Volunteers before starting work</p>			<ul style="list-style-type: none"> • Ensure own and others safety • Commence First Aid • If needed, call emergency services
			<ul style="list-style-type: none"> • Meet Emergency Services at gate • Report to Auckland Council • Consider group debrief

3. PPE REQUIRED							
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	<input type="checkbox"/> High Vis		<input type="checkbox"/> Safety Glasses		<input type="checkbox"/> Hard Hat		<input type="checkbox"/> Hearing Protection
	<input type="checkbox"/> Gloves		<input type="checkbox"/> Long Clothes		<input type="checkbox"/> Boots		<input type="checkbox"/> Mask or Respirator

4. SUMMARY OF WORK COMPLETED	
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Description of plants planted/weeds controlled etc.:

Number of Volunteers attending:	Number of Injuries/Near Misses (details last page):
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Risk Matrix Settings			
Likelihood		Consequence	
1 Rare	Highly unlikely, but may occur in exceptional circumstances	1 Insignificant	Injury requires first aid treatment or pain and discomfort requiring intervention e.g. workstation assessment.
2 Unlikely	Not expected, but some possibility it could occur at some time	2 Minor	Injury or illness requires medical treatment or other registered practitioner.
3 Possible	Might occur at some time – similar occurrences are known to have happened	3 Moderate	Injury or illness results in time lost from work for one day/shift or more. Notice is issued by regulator or Health and Safety Representative.
4 Likely	Will probably occur at some time in most circumstances	4 Major	Injury or illness results in 30 days lost time, or a permanent disability. Organisational breaches law resulting in prosecution and penalties.
5 Almost Certain	Expected to occur in most circumstances	5 Extreme	One or more fatalities. Considerable penalties and prosecutions, multiple lawsuits and jail terms.

The Risk Matrix Settings above are used to calculate the level of risk on the Risk Matrix below. The steps are:

1. Identify the Hazard (e.g. [lifting and moving heavy items](#))
2. If no controls were in place (creates a level playing field) - What is the likelihood of an injury? What is the potential Consequence?
 - a. E.g. [Likelihood = 3 Possible](#), and [Consequence = 3 Moderate](#). This intersects on the Risk Matrix as a [Moderate-Risk \(Orange\)](#).
3. Once Controls are put in place (e.g. more than one person lifting, trolleys and wheel barrows to move loads, drop load off at planting point), re-assess the risk. E.g. [Likelihood = 2 Unlikely](#), and [Consequence = 2 Minor](#). This intersects on the Risk Matrix as a [Low-Risk \(Green\)](#).
4. If the Controls come out at Moderate or higher, the risk Controls need to be reviewed (better controls), or there needs to be sign-off by Auckland Council.

Risk Matrix						
Consequences	5 Extreme	Moderate	High	High	Extreme	Extreme
	4 Major	Moderate	Moderate	High	High	Extreme
	3 Moderate	Low	Moderate	Moderate	High	High
	2 Minor	Low	Low	Moderate	Moderate	Moderate
	1 Insignificant	Low	Low	Low	Moderate	Moderate
Risk Tolerance and Actions						
Risk Rating	Risk Tolerance	Approval	Actions/Mitigations		Monitoring Review	
Low	Tolerable risk with current controls measures	Trained staff member	<p>Proceed and monitor if there are no other potential control measures that may be practicable to reduce the risk further.</p> <p>Monitor to ensure the effectiveness taking corrective action where necessary.</p>		Annually or if activity/action changes.	
Moderate	Risk can be tolerated in exceptional circumstances	Team Leader	<p>Review risk assessment and introduce further controls to reduce risk to acceptable level.</p> <p>Team Leader to sign off. Controls to be actively monitored to ensure effectiveness.</p>		Quarterly or if activity/action changes.	
High	Undesirable risk	Department Head	<p>Stop task and reassess activity immediately. Control measures are in place to lower risk to acceptable level. Detailed risk assessment with further controls to be approved by Department Head. Controls to be actively monitored to ensure effectiveness.</p>		Monthly or if activity/action changes.	

Extreme	Unacceptable risk	ELT	Stop task and reassess activity immediately. Detailed risk assessment with further controls to be developed. Activity can only resume when approved by ELT under advice from the Corporate H&S Team. Control measures to be actively monitored to ensure effectiveness.	Monthly or if activity/action changes
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d. Community Pest Control planning template

Target pests and control methods	
PEST SPECIES	
What pest animal species do you want to control?	
Which ones are your top priorities?	
Why are they your priority at the site?	
What methods of control will you use for each species? <i>(Ask Auckland Council for assistance if needed)</i>	<i>Pest Animal Species:</i> <ol style="list-style-type: none"> 1. <i>Control Tool: (bait or trap)</i> 2. <i>Spacing's: X m along a line, lines X m apart</i> 3. <i>Programme (information from AC Toxin & Trapping guide)</i>

**How long
will this
method be
used before
monitoring
to check
success/
revise the
method
used?**

Plan Site Map: including control tool layout.

(Ask Auckland Council for assistance if needed)

**Additional
Maps:**

**Area
Coverage by
control tools
layout, per
species**

*(Ask Auckland
Council
assistance if
needed)*

	Pest Animals	Hardware	Quantity	\$ est
Animal Control Hardware needed:	ALL	<i>(i.e Pink flagging tape)</i>	x	\$
	Possums	<i>(i.e Trapinators/ Timms)</i>	x	\$
	Rats	<i>(i.e Lockable bait stations)</i>	x	\$
		<i>(i.e Rat Traps)</i>	x	\$
		<i>(i.e Cable Ties)</i>	x	\$
	Stoats	<i>(i.e DOC 200's)</i>	x	\$
	Any other information on the pest animal programme:			

Monitoring

How will you monitor per species?

Species:

1. *Monitoring tool:*
2. *Spacing:*
3. *Frequency:*
4. *Expected outcomes this will show? Presence/ Absence or RTC*

Final site Map: including control tool layout & monitoring lines.

On site layout after hardware installation

Reviewing the project

Did our monitoring results indicate success?

If yes, continue to next phase or adjust methods and / or priority pests where necessary

If no, consider repeating or extending that control

**Do we need
help or
advice?**

**Who will we
get it from?**

**Who had
input into this
project?**

e. Reserve Group Restoration Planning Template

Name:

Date:

Name of Park/project:

- **Speak with your community ranger to help you fill out your restoration plan**
- **Inquire with AC whether a council restoration plan exists for your reserve of interest**

DETAILS

Vision, objectives	<p><i>What are you trying to achieve with your weed control and restoration project? It is encouraged that you speak with as many people in your group or wider community as you can to inform your vision and objectives – actively encouraging others to play a role in your project</i></p> <ul style="list-style-type: none"> - <i>Example: The complete restoration of native ecosystems, attract a greater number and diversity of native wildlife, reduce health risk to humans from rodents, connect with neighbours to improve connection between both people and nature etc....</i>
Stakeholders and approvals	<p><i>Who do you need to consider and engage with to complete your project?</i></p> <ul style="list-style-type: none"> - <i>i.e. neighbours for view shafts, large trees and assistance with boundary weeds. Auckland transport for roadside weeds or stability queries, Auckland council if a special legal status is on any or all of the property.</i> <p><input type="checkbox"/> <i>Auckland Transport (Boundary inquiries, permissions, road erosion concerns)</i></p> <p><input type="checkbox"/> <i>Parks department for consultation, permissions, advice and landowner approvals and Eco Contract work schedule</i></p> <p><input type="checkbox"/> <i>Local board</i></p> <p><input type="checkbox"/> <i>Stormwater.....</i></p> <p><input type="checkbox"/> <i>Environmental Services for expert advice</i></p> <p><input type="checkbox"/> <i>Neighbours at</i></p> <p><input type="checkbox"/> <i>..... iwi</i></p> <p><input type="checkbox"/> <i>..... Business association</i></p>
Project boundaries	<p><i>Control area size:</i></p> <p><i>Map your park boundaries, making sure you know the extent of your project area. Contact the community park ranger for assistance if required or training etc...</i></p> <p><i>Where possible, identify 'types' of ecosystems - for example wetlands, natural wet areas/gullies, dry ridges etc...</i></p> <p><i>Are you planning to work on the whole site or just part of it?</i></p> <div style="border: 1px solid black; height: 80px; width: 100%; text-align: center; margin-top: 10px;"> <p style="font-size: 24px; margin: 0;">Map</p> </div>

Native flora and fauna	<i>Are you aware of any threatened/protected native species present in your project area?</i>
Hygiene	<i>Does your project area contain Kauri? Y/N/ If yes – identify appropriate steps for protection against the introduction or spread of Kauri dieback disease. Contact your community park ranger for more information</i> <i>Is a biocontrol in the vicinity of your project area? Ask your community park ranger before any control is undertaken.</i>
Resources available	<i>What resources do you have access to? i.e. volunteers, knowledge, skills, interests, tools, training</i>
Previous work or planned work	<i>Talk to your community park ranger as to what activities have occurred in your area of interest, and for a schedule of the works planned under the council Eco Contract or other works.</i>

CONTROL STRATEGY

Identifying weeds and natives	<i>Walk your project area and identify the plants you find into the below categories – roughly note down their abundance as you go. If the reserve you are considering or are working within has had a Restoration Plan developed for it by a the council – you may decide to skip a great deal of the site analysis and data collection, and move straight into choosing what control work or planting your community wish to do, and what will be left for PARKS contractors to do. Working together in this way, you will save one another time and resources – allowing the end goal to be achieved more efficiently..</i>		
	<i>Invasive weeds</i>	<i>Abundance (+, ++, +++)</i>	<i>Native species</i>
Priority for control (combining abundance and ecological threat)	<i>List your invasive weeds in order, with the <u>least abundant and most ecologically damaging species</u> first, followed by the <u>most abundant and least threatening species</u>. You can find the reference list of threatening species in your handbook</i>		
	<i>Priority for weed control</i>	<i>Species (common, species name)</i>	<i>Type of weed (Groundcover, Vine or shrub/tree)</i>

	1																				
	2																				
	3																				
	4....																				
																				
Management units	<p><i>Especially in the case of a very large project, you can consider a 'site led' approach and begin by grouping different areas into 'management units' to make your visits and control more defined and easier. You can choose the MU you wish to start in as a community priority, eradicating weeds within this area first. To provide further direction within that MU, you may like to take a 'species' led approach - as mentioned above.</i></p> <p>Map these units below:</p> <div style="border: 1px solid blue; padding: 20px; text-align: center; width: fit-content; margin: 10px auto;"> <p>Map</p> </div>																				
Who will do what	<p><i>Note down what work is covered by the council EcoContract, what AT, ventia or council arborists have planned. Mark down what you can manage yourself, and what species or areas in particular you may need assistance with (i.e areas dangerous and may require specialist contractors and equipment, or a plant species you are unable to target yourself). Much of this information will be present in a pre-existing reserve restoration plan if the council has produced one for your reserve of interest.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Management Unit</th> <th style="text-align: left;">Who needs to be involved</th> </tr> </thead> <tbody> <tr> <td><i>i.e Steep slope (MU3) at rear of section</i></td> <td><i>Contractor assistance</i></td> </tr> <tr> <td><i>All MU's control weeds in the 'general' parks EcoContract list</i></td> <td><i>Parks department (community facilities)</i></td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Weed species</th> <th style="text-align: left;">Who needs to be involved</th> </tr> </thead> <tbody> <tr> <td><i>Any privet over 2m</i></td> <td><i>Contractor assistance, aborist</i></td> </tr> <tr> <td><i>Phoenix palm</i></td> <td><i>Contractors</i></td> </tr> <tr> <td><i>Ginger</i></td> <td><i>An EcoContract species....</i></td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Management Unit	Who needs to be involved	<i>i.e Steep slope (MU3) at rear of section</i>	<i>Contractor assistance</i>	<i>All MU's control weeds in the 'general' parks EcoContract list</i>	<i>Parks department (community facilities)</i>			Weed species	Who needs to be involved	<i>Any privet over 2m</i>	<i>Contractor assistance, aborist</i>	<i>Phoenix palm</i>	<i>Contractors</i>	<i>Ginger</i>	<i>An EcoContract species....</i>		
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<i>Ginger</i>	<i>An EcoContract species....</i>																				

<p>Restoration - planting</p>	<p>Envisage your weed control complete. Is this area going to need to be planted? Will natural regeneration (natural native seed fall and germination) be sufficient, can you wait that long? If not:</p> <ul style="list-style-type: none"> - Write your plant list for your various areas below - MAP your planting areas including approximate size in sqm - How many plants will you require for your area's <div data-bbox="435 566 1415 698" style="border: 1px solid black; background-color: #e0f0ff; text-align: center; padding: 10px;"> <p>Map</p> </div> <p>Read your handbook to make sure you consider any sensitive sites that require staggered weed control and planting to avoid erosion. Note down these areas, including what rough percentage of weeds will be controlled each year and when successive, slow planting will occur.</p>												
<p>Weed control techniques</p>	<ul style="list-style-type: none"> - Will you use <ul style="list-style-type: none"> <input type="checkbox"/> Manual control only (herbicide free). List: <input type="checkbox"/> Herbicides: List <input type="checkbox"/> Combination of both/I don't mind: List - What resources will you therefore require? List and discuss with your parks department ranger <table border="1" data-bbox="435 1279 1465 1500"> <thead> <tr> <th style="width: 25%;">Weeds</th> <th style="width: 35%;">Hardware</th> <th style="width: 15%;">Quantity</th> <th style="width: 25%;">\$ est</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0f0ff;"> </td> <td style="background-color: #e0f0ff;"> </td> <td style="background-color: #e0f0ff;"> </td> <td style="background-color: #e0f0ff;"> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> - How frequently will I control - What disposal options will I use? List 	Weeds	Hardware	Quantity	\$ est								
Weeds	Hardware	Quantity	\$ est										
<p>Recording progress</p>	<p>Insert photopoint/s of your site/s here:</p> <div data-bbox="435 1706 863 1924" style="border: 1px solid black; background-color: #e0f0ff; text-align: center; padding: 10px;"> <p>image</p> </div> <div data-bbox="890 1706 1318 1924" style="border: 1px solid black; background-color: #e0f0ff; text-align: center; padding: 10px;"> <p>image</p> </div> <p>List other monitoring methods that interest you (i.e 5min bird counts, invertebrate counts, seedling plot counts....)</p>												

Health and Safety	<p>Contact your parks ranger for a copy of the council approved health and safety form, producing one for your project prior to action commencing, and a template for working bees.</p> <p>Hazards I have identified to myself or other persons in/around my work site include:</p>	
	<i>Hazard identified</i>	<i>How I will manage</i>
Health and Safety	<p>Considerations of risk to the environment as a result of weed control action could include:</p>	
	<i>Environmental risk</i>	<i>What I must do</i>
	<i>i.e Disturbance to bush edge when removing privet/large pest trees</i>	<i>Consider planting prior to control, then drilling and injecting to kill tree 'in-situ' before entirely taking out</i>
	<i>Erosion risk in MU3 (back slope) after weed control</i>	<i>.....</i>
	<i>Excessive sediment into stream after large weed control of ginger rhizomes</i>	<i>Stagger weed control and planting along stream from top to bottom</i>
Connecting to the wider community	<p>I may contact the following people for extra help/information and connection:</p> <p><input type="checkbox"/> Friends of _____ - nearest community group</p> <p><input type="checkbox"/> Auckland council biosecurity dept for specific weed ID</p> <p><input type="checkbox"/> Neighbours at #XXXX and #ZZZZ in time about boundary weeds</p> <p><input type="checkbox"/> For growsafe training certificate.....</p>	



Find out more: **phone 09 3010101**
or visit **aucklandcouncil.govt.nz/**